



**ISLAMORADA, VILLAGE OF ISLANDS  
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

**APPLICATION FOR NEW VACATION RENTAL LICENSE AND ANNUAL REGISTRATION**

Pursuant to Village Code Chapter 30, Article VI, Division 6

Application Fee: \$1,000.00

**ACCEPTED BY APPOINTMENT ONLY**

**Please be advised, in order to be eligible to apply for a Vacation Rental License, the property must be assessed by the Monroe County Property Appraiser at a value in excess of:**

\$375,000	If property is within RH or MU FLUM	This value is based on 600% of the <b>2007</b> median adjusted gross annual income for households within Monroe County of \$62,500; <b>utilizing the 2007 Monroe County Property Appraiser assessed values.</b> (See Ordinance 11-08).
\$622,800	If property is within RC, RL or A FLUM	Based on 900% of the <b>2009</b> median adjusted gross annual income for households within Monroe County of \$69,200; utilizing the <b>2009</b> Monroe County Property Appraiser assessed values.

**PROPERTY OWNER / APPLICANT:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home/Mobile Phone: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**AGENT (if applicable):** Property Owner must submit a notarized letter authorizing the agent to act on their behalf including the agent’s name, address and phone number.

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home/Mobile Phone: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**PROPERTY MANAGER (Required):** A delegated 24-hour contact person other than an owner who resides in the Village and is responsible for leasing or day-to-day maintenance and operation of a residential dwelling unit used as a vacation rental use.

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home/Mobile Phone: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**SECONDARY LOCAL CONTACT PERSON (Required):** A delegated 24-hour contact person residing in Monroe County north of the Seven Mile Bridge.

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home/Mobile Phone: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY** on which vacation rental license is sought:

Physical Address: \_\_\_\_\_  
 Key: \_\_\_\_\_ Mile Marker: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Real Estate Number: \_\_\_\_\_ Alternate Key: \_\_\_\_\_  
 Land Use District (Zoning): \_\_\_\_\_ Future Land Use Map Designation (FLUM): \_\_\_\_\_

## **REQUIRED DOCUMENTS PURSUANT TO CODE SECTION 30-1296**

- 1) A \$1,000 application fee payable to Islamorada, Village of Islands.
- 2) Attach a copy of **ALL** paid and filed **MONTHLY** Monroe County Tourist Development Tax receipts demonstrating vacation rental use for the most recent 12 months. **See Exhibit "A"**.

**Additionally, if the Monroe County Tourist Development Taxes (Required Document No. 2) have been paid on your behalf by a rental company, the following documentation is also required:**

- a. Initial Sales Tax Certificate Registration.
  - b. A rental agreement between the property owner and rental / property management company.
  - c. Monthly breakdown of rentals which includes the price per unit and the sales/tourist taxes for the most recent 12 months.
  - d. Copies of checks remitted to the property owner from the property management company on a yearly or monthly basis **or** a copy of Schedule E of the property owner's tax returns for the most recent 12 months.
- 3) Attach a copy of each **YEARLY** Monroe County Local Business Tax (formerly called Occupational Licenses) for the property, as required by the Monroe County Tax Collector, demonstrating vacation rental use most recent 12 months. **See Exhibit "B"**.
  - 4) Attach a copy of the most recently issued State Licenses, including but not limited to, all licenses from the Florida Division of Hotels and Restaurants, Florida Department of Business and Professional Regulation as required by Chapter 509, Florida Statutes, for a public lodging facility (the "Resort Dwelling/Condominium License"). **See Exhibit "C"**.

**Please be advised, Applicants who submit a Collective Resort Dwelling or Collective Resort Condominium Licenses [also referred to as a "Group License"] shall also submit Form DBPR HR 7008 – Division of Hotels and Restaurants List for Collective Licenses for Resort Condominium and Resort Dwelling indicating that the List has been stamped received by the DBPR.**

- 5) Attach a warranty deed for the property proving ownership.
- 6) Attach a property record card from the Monroe County Property Appraiser.
- 7) Attach a **scaled** drawing indicating the property boundaries, the location of the vacation rental unit and accessory structures, and the number and location of approved parking spaces.
- 8) Signed and notarized Vacation Rental License Property Owner's Affidavit (**see attached**).
- 9) Submit an inspection report, **at time of application or prior to issuance of license**, completed by the Village Fire Chief, as evidence that the vacation rental unit meets the applicable provisions of Rule 69A-43, Florida Administrative Code and the Florida Fire Prevention Code. Upon receipt of the vacation rental application, the Fire Department will be notified that the property is ready for a fire inspection. The Fire Department will contact the owner, agent, property manager and/or secondary contact to schedule an inspection. **Please specify if there is a specific person to be contacted for the fire inspection (i.e. the secondary contact)**. If you have any questions regarding the fire inspection, please call **305-664-6490**.

Please submit copies of the renewed license for the local business tax (Required Document No. 3) and the state license (Required Document No. 4) to the Village as they become available.

**VACATION RENTAL LICENSES ARE NOT TRANSFERABLE IN THE SALE OF A PROPERTY.**

I, the Applicant, certify that I am the owner of the property and that I am familiar with the information contained in this application, and that such information is true, complete and accurate. I certify that all information required has been provided. I attest that I meet the criteria in Village Code Chapter 30, Article VI, Division 6. By my signature below, I acknowledge that I have read and fully understand the Village's vacation rental use regulations.

Signature of the Applicant grants authorization to Islamorada, Village of Islands Staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental license and at any other time after issuance of the license concerning compliance with Islamorada, Village of Islands Code.

\_\_\_\_\_  
Signature of Property Owner / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Property Owner / Applicant

\_\_\_\_\_  
Signature of Property Owner / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Property Owner / Applicant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_,

- Who is personally known to me;
- Whose identity I proved on the basis of \_\_\_\_\_; or
- Whose identify I proved on the oath/affirmation of \_\_\_\_\_, a credible witness.

\_\_\_\_\_  
Signature of Notary Public

SEAL:

\_\_\_\_\_  
Name of Notary printed, typed or stamped

Notary Public, State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

## VACATION RENTAL LICENSE OWNERS AFFIDAVIT

### PROPERTY OWNER / APPLICANT:

Name(s): \_\_\_\_\_  
Physical Address of Vacation Rental Property: \_\_\_\_\_  
Real Estate Number: \_\_\_\_\_ Alternate Key: \_\_\_\_\_

**I/we, the Applicant(s), agree to abide by the following list of terms, conditions and requirements in applying for, and operating, the requested vacation rental. Operation of any vacation rental unit without a license or in violation of these regulations shall be punishable as to the Owner, occupant, or Property Manager in accordance with the Village Code enforcement procedures, or as authorized by State law.**

### VACATION RENTAL USE AND OCCUPANCY RESTRICTIONS

1. No vacation rental use shall be for less than seven (7) days, unless otherwise permitted in a tourist commercial (TC) zoning district.
2. Motor vehicles and vessel trailers shall only be parked in driveways or other areas designed and designated for parking on the vacation rental unit property, and not on the street or extending over the right-of-way or sidewalk. The number of motor vehicles and vessel trailers parked on a vacation rental unit property shall not exceed the maximum number of permitted parking spaces identified in the application. Only motor vehicles of registered occupants may be parked overnight. No recreational vehicle, sport utility vehicle or any other motor vehicle or vessel parked or moored at the vacation rental unit property shall be used for sleeping, liveaboard use or other overnight accommodations.
3. For vacation rental units that contain dock areas, the total length of moored vessels shall not exceed the length of the shoreline and no vessel shall be moored against another vessel or create a navigational obstruction or hazard.
4. All trash and debris shall be kept in covered trash containers. Each vacation rental unit shall be equipped with adequate covered trash containers for such purposes. Occupants shall comply with all trash provisions and recycling provisions that are applicable to the vacation rental unit. Schedules of garbage pick-up and recycling pickup shall be posted with the rental agreement.
5. The maximum occupancy load of any vacation rental unit shall not exceed two adults per bedroom (children over six shall be considered adults for purposes of this section), or the lesser of such other maximum occupancy load level as may be set by either the Florida Fire Prevention Code for the particular residential dwelling unit pursuant to its administration rule making authority or the Village building official.
6. All vacation rental units shall comply with all building and fire safety codes for Public Lodging Establishments as required by State law or the Code.
7. Prior to occupancy of a vacation rental unit, the occupants of each unit shall be provided with a written copy of the use and occupancy restrictions in the form of a copy of these regulations and a written rental agreement. Each Owner or Property Manager shall have a written agreement requiring an occupant who agrees to be responsible for all occupants during the rental term to comply with such restrictions as a condition of the agreement, signed by such occupant prior to occupancy. A copy of these use and occupancy restrictions shall also be prominently displayed in each vacation rental unit in no less than 16 point type, along with a warning in **bold type**, that any violation thereof shall constitute grounds for immediate termination of the rental agreement, eviction from the vacation rental unit by the Owner or Property Manager and appropriate fines levied.
8. All lease and rental agreements shall contain in bold type the following:
  - a. Each occupant's (by family) home address and phone number;
  - b. Property Manager's address and 24-hour phone number(s); and
  - c. The phone number at the vacation rental unit.

9. A copy of the rental agreement must be maintained on the property at all times and made available for review at the request of any Village code compliance officer, fire safety inspector, law enforcement officer or other designated Village representative. Failure to maintain a copy of the rental agreement and to make it available upon request shall constitute a violation of these regulations.
10. A sign no smaller than twelve inches by twelve inches and measuring between two and four feet in height shall be prominently displayed, as determined by the Planning and Development Services director, on each property indicating an effective annual permit and permit number.
11. Rental agreements shall disclose Village regulatory requirements regarding vacation rental use, noise ordinances and parking regulations. Rental agreements shall also include a provision that authorizes access by code enforcement personnel for purposes of determining compliance with the Village Code.
12. In addition to complying with these regulations, the Owner and Property Manager of a vacation rental unit shall comply with the provisions of all applicable statutes, administrative rules and the Village Code, including but not limited to Chapter 509 and Chapter 212, Florida Statutes. A violation of any such statute, rule, or the Code shall also constitute a violation of these regulations. To the extent that a conflict exists between the provisions of these regulations and any statute, rule, or the Code, the more restrictive regulations shall prevail.
13. All vacation rental units shall be immediately evacuated upon the posting of a hurricane warning by the National Weather Service or the National Hurricane Center for any portion of the Florida Keys or upon posting of a non-resident evacuation order issued by the Village, County or State.
14. All advertising of vacation rental units shall require identification of State and Village license numbers. Any advertising of vacation rental units that are not lawfully licensed by the Village shall constitute a violation of these regulations.

**By my signature below, I do hereby understand and agree to the conditions stated above. I understand that if I do not comply with any of the above conditions, my vacation rental may not be in compliance with the provisions of the Village Code.**

\_\_\_\_\_  
Signature of Property Owner / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner / Applicant

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

- Who is personally known to me
- Whose identity I proved on the basis of \_\_\_\_\_
- Whose identify I proved on the oath/affirmation of \_\_\_\_\_, a credible witness

\_\_\_\_\_  
Signature of Notary Public

SEAL:

\_\_\_\_\_  
Name of Notary printed, typed or stamped

Notary Public, State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

## MONROE COUNTY TOURIST DEVELOPEMENT TAX RETURN DANISE D. HENRIQUEZ, CFC

Reporting Period: 04-2008  
Sales Tax No.:  
Reporting: MONTHLY

Acct#:  
Delinquent if postmarked after: 05/20/2008

Mailing Address:

1. Gross Rental Receipts:	6000.00
2. Exempt Rentals:	0
3. Taxable Rentals (line 1 less line 2):	6000.00
4. Total Tax 4%:	240.00
5. Less - Collection Allowance:	6.00
6. Plus - Penalty:	0
7. Plus - Interest:	0
8. Total Amount Due:	284.00

Business Name:

Business Address:

ISLAMORADA, FL 33036

Business Phone:  
Rental Type: OTHER  
District: District 40  
Total Units: 1

YOUR COPY

Make checks payable to: Danise D. Henriquez,  
CFC

Monroe County Tax Collector  
P.O. Box 1129  
Key West, FL 33041-1129

**INSTRUCTIONS FOR COMPLETING TAX RETURN**

1. GROSS RENTAL RECEIPTS: Enter the total dollar amount of short term rentals (six month or less).
2. EXEMPT RENTAL RECEIPTS: Enter the dollar amount of any rentals covered by State and/or Federal Certificates of Exemption.
3. TAXABLE RENTAL RECEIPTS: Enter the dollar amount of taxable rental receipts (line 1 minus line 2).
4. TOTAL TAX: Enter total Tourist Development Tax collected, 4% of Line 3.
5. COLLECTION ALLOWANCE: It is 2.5% (.025) of the first \$100 of tax due from line 4, not to exceed \$30.00. After the 20th day following the reporting period, there is no entitlement to a collection allowance, and penalty & interest will apply.
6. PENALTY: After the 20th day following the reporting period, enter 10% of the amount on line 4, but in no case shall the penalty be less than \$50.00.
7. INTEREST: After the 20th day following the reporting period, contact for the current information.
8. TOTAL AMOUNT DUE: Line 4, less line 5. If later, add line 4, 6, 7 (line 5 will be zero).

SAMPLE

**2010 / 2011  
MONROE COUNTY BUSINESS TAX RECEIPT  
EXPIRES SEPTEMBER 30, 2011**

Business Name:

RECEIPT#

Owner Name:  
Mailing Address:

Business Location: ISLAMORADA, FL 33036  
Business Phone:  
Business Type: APARTMENTS CONDOS HOUSES & COMMERCIAL UNITS (RENTAL UNIT)

**Rooms**                      **Seats**                      **Employees**                      **Machines**                      **Stalls**  
1

		For Vending Business Only				
		Number of Machines:		Vending Type:		
Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 000-09-00001909 08/22/2010 20.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

**Danise D. Henriquez, CFC, Tax Collector**  
**PO Box 1129, Key West, FL 33041**

THIS IS ONLY A TAX.  
YOU MUST MEET ALL  
COUNTY AND/OR  
MUNICIPALITY PLANNING  
AND ZONING REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT**  
P.O. Box 1129, Key West, FL 33041-1129  
EXPIRES SEPTEMBER 30, 2011

Business Name:

RECEIPT#

Owner Name:  
Mailing Address:

Business Location: ISLAMORADA, FL 33036  
Business Phone:  
Business Type: APARTMENTS CONDOS HOUSES & COMMERCIAL UNITS (RENTAL UNIT)

**Rooms**                      **Seats**                      **Employees**                      **Machines**                      **Stalls**  
1

		For Vending Business Only				
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Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 000-09-00001909 08/22/2010 20.00



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF HOTELS AND RESTAURANTS  
1940 NORTH MONROE STREET  
NORTHWOOD CENTRE  
TALLAHASSEE

FL 32399-1015

Exhibit "C"

850-487-1395

SAMPLE

STATE OF FLORIDA AC#  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DWE 08/24/04 000000000  
SINGLE RESORT DWELLING (2007)

IS LICENSED under the provisions of Ch. 509 FS.  
Expiration date: OCT 1, 2005 10

DETACH HERE

01560695

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
DIVISION OF HOTELS AND RESTAURANTS

SEQ#L0

DATE	BATCH NUMBER	LICENSE NBR	NBR OF UNITS
08/24/2004	000000000	DWE	1

THE SINGLE RESORT DWELLING (2007)

NAMED BELOW IS LICENSED

UNDER THE PROVISIONS OF CHAPTER 509 FS.

EXPIRATION DATE: OCT 1, 2005

NON-

TRANSFERABLE

ISLAMORADA, VLG OF I FL 33036

JEFF BUSH  
GOVERNOR

DIANE CARR  
SECRETARY

DISPLAY AS REQUIRED BY LAW